

CITY OF McMinnville
MINUTES OF DIVERSITY, EQUITY & INCLUSION ADVISORY COMMITTEE
Held online via Zoom, McMinnville, Oregon

Thursday, February 10, 2022 at 4:30 p.m.

Presiding: Committee Chair Christine Bader

Recording Secretary: Kylie Bayer, Human Resources Manager

| Committee Members: Present | Excused Absence |
|----------------------------|-----------------|
| Efrain Arredondo | |
| Christine Bader | |
| Zack Geary | |
| Tiffany Henness | |
| Tony Lai | |
| Larry Miller | |
| Sarah Schwartz | |

- 1) CALL TO ORDER: Committee Chair Christine Bader called the meeting to order at 4:31 p.m. and welcomed all in attendance.
- 2) APPROVAL OF MINUTES: Sarah Schwartz MOVED to approve the January 13, 2021, minutes. Efrain Arredondo SECONDED. Motion PASSED unanimously.
- 3) PUBLIC COMMENT: There were no public comments.
- 4) DEPARTMENT HEAD INTRODUCTION: Human Resources Manager Kylie Bayer described how DEI relates to the department's work. She spoke about various HR functions including wage/salary administration, benefits administration, labor relations, recruitment, employment risk management, leave administration, workers' compensation, and compliance with employment law. She described how DEI shows up in HR and responded to questions from the committee.
- 5) NEW COMMITTEE MEMBERS: Tiffany, Larry, and Zack shared how the interviews went and outlined the interview committee's discussion and decision-making process. Christine recommended the DEIAC review expectations for members and consider adding expectations ex officio members.
 - a) Tiffany Henness MOVED to recommend the City Council approve David Cano and Karina Alcantara as DEIAC members. Tony Lai SECONDED. Motion PASSED unanimously.
 - b) Tiffany Henness MOVED to recommend the City Manager appoint Myrna Khoury and Abby Thomas as ex officio members. Larry Miller SECONDED. Motion PASSED unanimously.
- 6) CITY COUNCIL ENGAGEMENT: Zack shared updates about classification/compensation presentation, Black History Month proclamation, working agreement/ground rules for City

Councilors, clarified code language relative to towing and abandoned vehicles, financial audit, upcoming work session for the City Service Charge (utility fee,) upcoming MACPAC presentation, upcoming City Manager performance evaluation, upcoming rental inspection program, and upcoming 3 Mile Lane comprehensive plan. Kylie will ask Mayor how the DEIAC can best engage with the proclamation process. Christine recommended that a subcommittee get involved with proclamations.

7) SUBCOMMITTEE UPDATES:

- a) Community Outreach – No updates.
- b) DEI Resources – Sarah and Larry shared information about Dion C. Jordan and how he can help give the DEIAC tools to be effective advisors to the City Council. Of note, Dion has significant experience working with local governments.
 - i) Larry Miller MOVED to recommend Dion C. Jordan as a trainer for the DEIAC. Sarah Schwartz SECONDED. Motion PASSED unanimously.
- c) Government Facing – No updates.

8) OTHER BUSINESS: No updates.

9) ADJOURNMENT: Meeting adjourned at 6:00 pm.

s/s Kylie Bayer
Kylie Bayer, Human Resources Manager
Recorder